

Corporation for National and Community Service

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CNCS Government Relations Internship

The Corporation for National and Community Service (CNCS) is the federal agency that administers AmeriCorps, Senior Corps, the Volunteer Generation Fund, and the National Days of Service.

The CNCS Office of Government Relations (OGR) serves as the liaison between the agency and federal, state, and local elected officials. OGR regularly briefs elected officials and staff about CNCS programs, the agency's impact and activities in their communities, and opportunities for constituents and organizations to apply for funding. OGR also shares press coverage pertaining to national and community service and prepares responses to legislative and constituent inquiries from elected officials.

Interns provide support for OGR by conducting research, tracking legislation, preparing briefing documents and other materials, maintaining OGR databases, drafting letters and other communications, and various other projects. Interns will have the ability to attend Congressional hearings and briefings, gaining valuable policy, communications, and government relations experience.

Unpaid internships are available for undergraduate students, graduate students, and recent graduates on a rolling basis. Full-time availability is preferred (35-40 hours/week) but part-time internships are available (15-20 hours/week). *Interns are eligible for a commuter benefit.*

Qualifications:

- College student or recent graduate; living in Washington, D.C. for at least 3 months.
- U.S. citizen.
- Strong commitment to national service and civic engagement.
- Interest in the legislative process and government relations.
- Skilled writer, researcher, and organizer, with the ability to work independently.
- Fast learner; quick to pick up new concepts.
- Working knowledge of Microsoft Office Applications.

Applicants should send a resume and cover letter to David Hughes at dhughes@cns.gov.